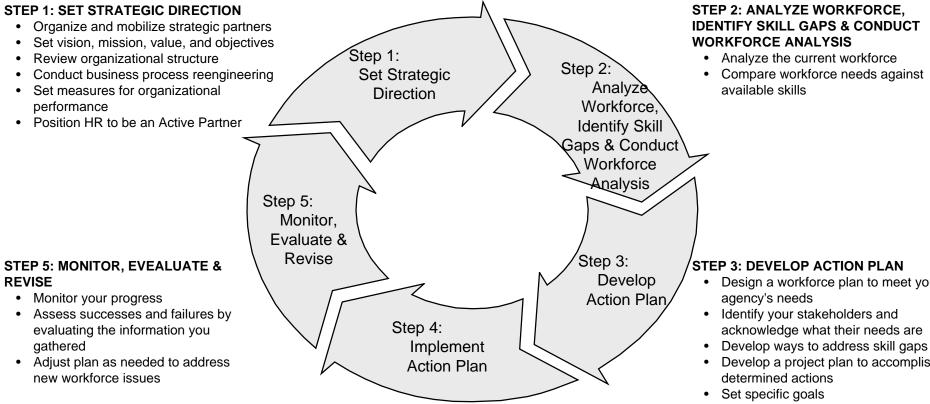


# OPM 5 Step Workforce Planning Model



#### STEP 4: IMPLEMENT ACTION PLAN

- Communicating the Action Plan
- Marketing
- Targeting and Recruiting
- Conduct Recruiting and Training
- Implement Retention Strategies

- Design a workforce plan to meet your
- acknowledge what their needs are
- Develop a project plan to accomplish
- · Communicate your plan to ensure everyone in your agency is aware of it
- Evaluate your progress and make needed changes to improve efficiency

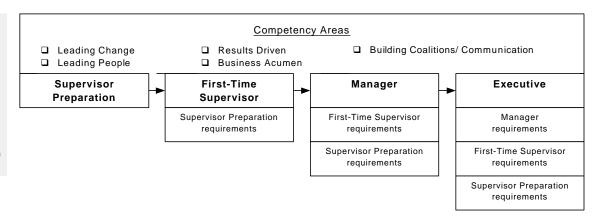
Source: http://www.opm.gov/workforceplanning/wfpmodel.htm



# **One-ED View: Learning Tracks**

#### Leader and Manager Development

Managers select staff members, based on professional and technical development, to begin or progress in tracks.



### Technical Development

Staff members, with supervisors, select one or more technical tracks or competency areas based on individual job requirements.

#### Professional Development

All professional staff members take courses in each competency area of the General Business and Communication tracks

#### Financial Management

### Competency Areas

- AccountingFinancialSystemsFinancial
- Controls

  Business
  Processes
- □ Contracts

#### Grants Management

### Competency Areas

- Grants
  Administration
- Grants
  Monitoring and
  Technical
  Assistance

#### Research and Evaluation

### Competency Areas

- □ Program Evaluation□ Performance
- Measurement

  Data Analysis

#### Others Currently Available

- Information
   Technology
- Technology
   Student Financial Assistance

#### Others TBD

#### **Business**

### Competency Areas

- ☐ Analytic Thinking
- ☐ Results Orientation and Accountability
- Self Management
- ☐ Project Management
- ☐ Teamwork
- ☐ Ethics
- $f \Box$  Organizational Understanding
- □ Technology Use

#### Communication

### Competency Areas

- ☐ Dialogue
- □ Presentations□ Listening
- □ Writing

Source: http://www.ed.gov/offices/OM/One-ED/learning tracks.doc



# Alignment of Workforce Model with Business Model

**Business** Models:

Small Business (e.g. coffee shop)

Large Transactional Business (e.g. Call Center)

Service Business (e.g. Hotel)

Aligned Workforce Models:

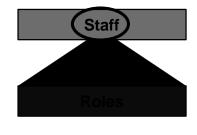






Misaligned Workforce Models:

Utilization Problem (few staff do most work)





Productivity Problem (work not completed)

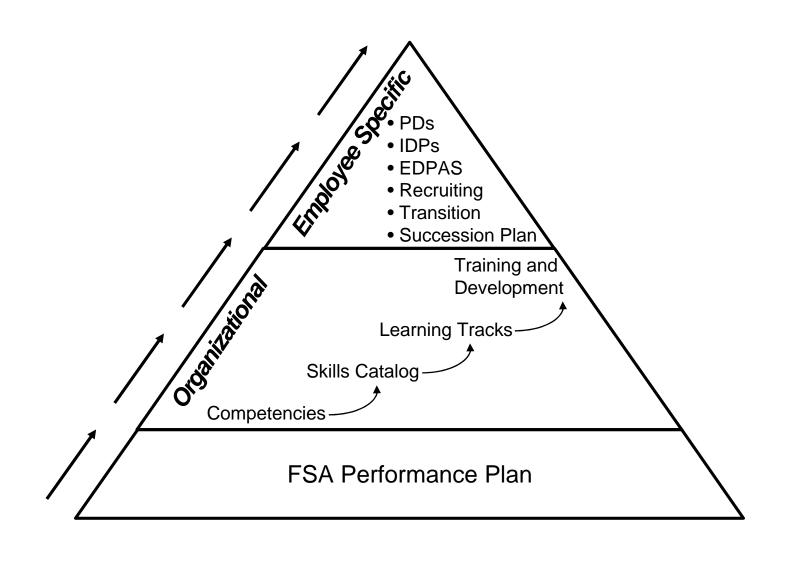


## Sample Solutions to Realign Workforce to Business Model:

- Organization Alignment (Right Jobs)
- Training and Development (Right Skills)
- Source, Recruit, Transition & Deploy Personnel (Right People)

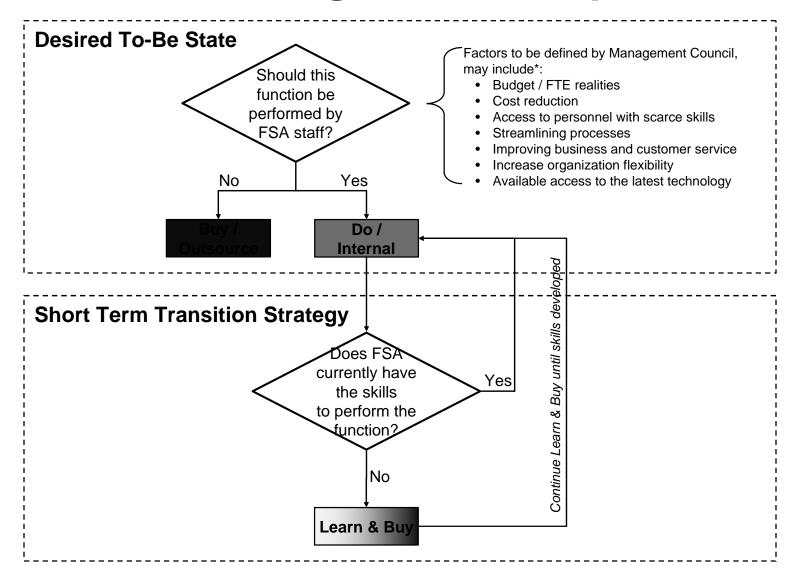
## DRAFT

# **Results Based Competency Alignment**





# **Skills Sourcing and Development**



<sup>\*</sup>Source: Financial Operations Planning and Analysis Project: Outsourcing and A076 Report, December 20,2002.



# **Skills Catalog Development Process**

